

CHAPTER 5 PREPARATION FOR REVIEW

5.1 PURPOSE

To outline the District Final Estimates Office (DFEO) functions as they relate to the detailed reviewing process of the final estimate package, final plans, pay quantities, contract documents, field records, and all other source data.

5.2 PROCEDURE

The mechanics and/or depth of reviewing final estimates on the Department's construction contracts will not always be the same. It is not the intent of this procedure to require that all of the following steps be applied to every contract prior to reviewing. Many of the steps may be taken in conjunction with the actual reviewing procedure. Many of the steps for specific pay items will not apply to contracts without those pay items. Each reviewer needs to become proficient in recognizing which steps apply to a particular contract with its unique set of pay items, and when to apply them.

5.2.1 PREREQUISITE BACKGROUND KNOWLEDGE

Prior to any checking of individual pay items, the reviewer needs to be familiar with the overall character, scope, and types of work required by the contract.

- (A) Contract Documents: The contract shall include the advertisement, proposal, plans, **Standard Specifications** (edition in effect at the time of contract letting), special provisions, Contractor's proposal showing all contract pay items with quantity and unit price for each, contract, contract bond, notice to proceed, and all Supplemental Agreements (SA), bituminous material, and fuel price indexes. Regarding these documents the reviewer shall:
 - (1) Be acquainted with the edition of the **Standard Specifications** which controls the work performed. The General Requirements and Covenants contained in Division I are especially important because they deal with the scope, control, measurement, and payment of the work and materials under the contract.
 - (2) Review all Special Provisions attached to the contract for the conditions peculiar to that specific project, flagging those pertinent to final payment, measurement of quantities, and scope of the work for reference when detailed reviewing is started.

- (3) Check the contract prices and item descriptions shown on the proposal form and verify the transfer of the prices to the final estimate pay item summary sheet, placing their initials beside the unit price for each correctly transferred unit price. Differences indicate the existence of a **Supplemental Agreement (SA)** or errors. Where differences occur, check all **SA's** to see if the unit price has changed or a similar pay item has replaced the original pay item. If not, an error has occurred and the unit price shall be corrected in the computation book.
- (4) Review the contract fuel requirement sheet for fuel adjustment. Review the bituminous materials indexes that could affect the final contract pay quantities or prices bid on items in the proposal. These are covered in detail in **Chapter 13** of this manual. For additional references on fuel and bituminous adjustments, also see **Chapter 6** of the **Preparation and Documentation Manual, Topic No. 700-050-010**.
- (5) Review each **SA** added to the contract or in the contract.
 - (a) Were conditions requiring a **SA** in accordance with the **Standard Specifications**?
 - (b) Check for revisions to items related to those changed by a **SA**. One example of a change is an asphalt base item that can affect the structural asphalt item as well.
 - (c) Were those items added, deleted, or altered by the **SA** properly documented on the final estimate?
 - (d) Where applicable, ensure claim documenting records of the Contractor's equipment, labor, and materials are included as required by **Chapter 7, Section 5 of the Construction Project Administration Manual (CPAM), Topic No. 700-000-000**.
 - (e) Check if there are any **Unilateral Payments** with costs established solely by the Project Administrator (PA) in the absence of a negotiated agreement with the Contractor. Also check for any **Contingency SA's** with costs based on material, equipment, labor, subcontractor insurance, and bond costs in lieu of a negotiated price. If one exists, the supporting extra work records shall be reviewed to ensure that the correct amount has been paid. The Resident Office (RO) staff shall submit the supporting (extra work) records to verify each **Unilateral Payment** and **Contingency SA**. [\(See Chapter 3 of this Manual,](#)

Figure No's. 3-5 and 3-5a).

- (6) Note any **Joint Participation Agreements (JPA)**, or **Locally Funded Agreements (LFA)** included in the contract and the specific items affected by them.
 - (7) Note any pending **SA's**, **Work Orders**, and time extensions that are being processed and the effect they have on the final estimate.
- (B) Final Plans: The job orientation shall include a review of the contract plans before checking any specific items, calculations, or source data.
- (1) Key Sheet - Check the overall limits of the project and the extent of the improvement. Note the scope of the project such as bridges, signing, lighting, landscape, etc., and check that all plans are included.
 - (2) The Summary of Quantities sheet shall be examined and compared with the final estimate. The basis for original quantities, contingency items, and station-to-station design requirements should be noted for mental comparison during the reviewing operation.
 - (3) Study typical sections and their explanatory notes for them. Changes in dimensions, thickness, or material type must be marked for recall. They will be considered when those items are checked.
 - (4) Read the general notes and all special construction notes, outlining any unusual methods of construction, measurement of quantities, or payment for future reference.
 - (5) Acquaint yourself with the Summary of Earthwork Quantities and the overall earthwork requirements. Check that all required cross sections are available and that all volumes have been calculated.
 - (6) Review the overall scope of the Summary of Drainage Structures, as to size, quantity, and type of structures required.
 - (7) Inspect the Plan Profile sheets to be sure all construction is covered. Check for revised alignment (horizontal or vertical) and for the authorization and documentation required.

- (8) Be certain that all **Roadway and Traffic Design Standards (STD) Index** drawing numbers required by the various categories of work are included.
- (9) Shop drawings and special working drawings shall be checked. It may be necessary to request these as they are sometimes not added to and included with the set of plans.
- (10) Study all plans (roadway, structures, signing, signalization, lighting, and landscaping) until a working knowledge of the intent and scope of the project is clear.
- (11) Errors discovered on (**STD**) Index Drawings, shop drawings, Special Detail Sheets or Final Plans shall be brought to the attention of the District Final Estimates Manager (DFEM) so that the appropriate personnel may be advised.
- (12) Changes in the plan design, is made by construction personnel must be documented in accordance with **Chapter 7, Section 1 of the CPAM**.

If any substantial change is made to the project during construction, the change should be reflected by black ink on the proper sheet of the Contract Set of Plans. The responsible engineer shall then seal the page on which the change occurs. In accordance with the rules of the Florida Department of Professional Regulation's Board of Professional Engineers, the responsible engineer shall then sign and date the page. Proper language of qualification is recommended on the cover sheet (the first page of the plans only). This language should note that by sealing the cover sheet, the responsible engineer is only taking responsibility for the changes in the plans, not the entire set of plans. This language should also note, that by sealing the page of the change, the responsible engineer is taking responsibility for the change only, not for the entire page. Suggested language for this qualification is: This project was constructed in substantial accordance with these plans as provided by the engineer of record. If changes were made, those changes are indicated by black ink and bear the seal and signature of the responsible engineer. The resolution of a signing and sealing issue should not affect final payment to the Contractor regardless of whether or not the change is ever signed. The processing of the final estimate will not be held up due to any signing and sealing question.

- (C) General Backup and Support Data: An examination of the files, documents, and general contract correspondence is just as important as the background information related to the contract and the final plans. The following data shall be reviewed and special conditions and significant data referenced for the reviewing operation. By

carefully reviewing the background information outlined below, personnel reviewing final estimates will be able to do their job competently and efficiently:

- (1) The general correspondence file and the PA's contract file.
- (2) Testing files and disposition of failing materials from the Office of Materials and Research.
- (3) The Daily and Weekly Construction Diary Records.
- (4) The Explanation of Overruns and Underruns. If one of a group of closely related items has been overrun or underrun, the other related items in the group should show the required similar overruns or underruns.
- (5) The DFEO office file for the job, including the Administrator's Work Sheet and its figures and informational remarks.
- (6) The Computation Book (Roadway and Structures) and output binders for project calculations.
- (7) Delivery Tickets, Tabulation Forms, automatic weight tickets, bituminous records, and final measurement data.
- (8) Check on the receipt of all required documents, especially those which establish the seventy-five (75) day pay-off date.
- (9) Check for court orders or Arbitration Board Orders that affect the final estimate.
- (10) Check for estimates on a project in Site Manager, click on Contractor Payments / estimates/ estimate history; this will show you all the estimates pertaining to the project, including any pending estimates. You can click on - Contract Administration/Reports/Contract Status, and this gives you a current status report on your project, like time, monies, etc.
- (11) Utilize the ***Final Estimates Guide List*** for guidance.

5.2.2 INITIAL CHECKS FOR PLANS AND FINAL ESTIMATES ITEMS

- (A) Have final measurements for final quantities been properly verified, where applicable?
- (B) Are calculation of quantities complete, reflecting only the work performed checked

and initialed?

- (C) All quantities are substantiated by field records (tabulation forms, field books, final plan dimensions) or other forms of acceptable site source records.
- (D) Type of material used is authorized by the contract's Special Provisions, General Notes, or **SA**.
- (E) **Salvage Tickets** signed by Department maintenance personnel to verify that all designated materials were delivered to maintenance.
- (F) Limits of placement of various pay items appear reasonable when correlated with limits of other pay items in the vicinity.
- (G) Quantities are summarized, and area cross sections are verified if needed. The final quantities have been correctly transferred to the final estimate pay item summary sheet .
- (H) Do the Final Plans reflect the revised items? Are they adequately cross-referenced?
- (I) List all questions on the **Administrator's Work Sheet** and note the action taken toward solving or answering them.

5.3 LIST OF FIGURES FOLLOWING THIS CHAPTER

There are no Figures following this Chapter.